

# MACA eNews

Summer 2022

## Message from the President

**It is hard to believe that the end of summer is quickly approaching! I hope everyone has had the opportunity to enjoy some time off with family or friends, either traveling or taking advantage of all of the fun things that the State of Missouri has to offer.**

**It was wonderful to see so many faces at this year's Annual Conference in May. Our Professional Development Director, Heather Smith and the Education Committee once again did a great job of putting together an agenda that was not only educational and informative for our day to day job responsibilities, but included sessions that were geared towards strengthening us as individuals as well. I would like to thank all of the members that took the time to fill out a survey at the end of the conference. It is very important to all of us that serve on the MACA Board, as well as the Education Committee, that we meet the needs of our membership when it comes to continuing education.**

**This year's Fall Conference is going to be held October 12-14, 2022 at the Holiday Inn Executive Center in Columbia, MO. Because of the feedback we received on the surveys after the Annual Conference, the Education Committee has been working very hard to implement some changes that you will see on the agenda for the Fall Conference. Many of the court clerks requested more SMC training, so most of Thursday will be dedicated to SMC training on things such as warrants, docketing, bonds and accounting. For Prosecutor Clerks, the day will offer Prosecutor Clerks 101, covering things such as records retention, forms sharing, and round table discussions.**

**Our newly elected Professional Development Director, Stacey Fields, recently shared with the board and Education Committee her vision and mission, which is to Educate, Empower and Engage by offering a quality educational experience that builds on the principles of MACA. The education we provide is the bridge to developing our members into the best and most equipped professionals in the judiciary. We build on the principles of MACA through networking, mentorships and collaborations that strengthen us as individuals and as an organization. I believe Stacey's words sum up our mission as an organization beautifully, and we look forward to providing you with an educational experience in the Fall that meets that mission.**

*Colleen Massey-Skaggs*

# MACA EXECUTIVE BOARD 2022-2023

## PRESIDENT

Colleen Massey-Skaggs  
Manchester Municipal Division  
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## MEMBERSHIP DIRECTOR

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Committee: Membership

## REGION 5

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Committee: Annual Conference

## PROSECUTOR CLERK REP

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## IMMEDIATE PAST PRESIDENT

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Committee: Nominations

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Committee: Vendors

## SECRETARY

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Committee: Automation/Technology

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## TREASURER

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## PROFESSIONAL DEVELOPMENT

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Committee: Legislation

# 2022 Annual Conference at Margaritaville

Another great conference in the books. A lot goes into putting on a conference together. From the Education Committee putting the agenda together, to the board who makes sure that everything runs smoothly. This year it was decided to have jackets as an attendance gift and they didn't disappoint. A special thank you to Marianne Warren for all her hard work to making sure everyone who registered got a jacket.



Shout out to Taran Svoboda and Region 2 for another great social. Big Pappa G provided a night full of 80's music trivia, dancing, and prizes.



# Conference Survey Results

Thank you to all of our MACA members whose support and feedback helps us as an organization continue to grow to our highest potential. First, big thank you to Heather Smith who did an outstanding job leading the Education and Professional Development Committee in putting together a great educational experience. We had 276 members who were able to attend our 2022 Annual Conference.

A survey was passed out at the end of the conference. Here is a summary report of the feedback we got from the surveys.

Of the 276 attendees, 96 people submitted a written survey. Over 50% of the written feedback request more job related education, specifically more SMC training.

Besides our SMC sessions, other sessions that rated high were the presentations by Ryan Hutton and Devan Valenti, on Alcohol and its Effects on the Body session, as well as Reggie Harris.

The Cost of Racism in America/Communication in Difficult Situations by Rainoske and Cloud was among the lowest rated. Most people wrote comments concerning their presentation style.

There were several written comments praising the overall conference, but several people expressed concerns about the behavior and response by some of our members during one of our breakout sessions. Some confusion occurred when one of the breakout rooms reached capacity.

All feedback, whether positive or negative was looked at, discussed, and addressed. The Professional Development and Education Committee is working hard to bring the most valuable educational experience possible to you. We incorporated many of your ideas in our upcoming Fall Conference and believe you will be excited with the results. Looking forward to even greater things ahead!

# *Fall Conference*

## *Save the Date*

When: October 12, 2022 to October 14,  
2022

Where: Holiday Inn Executive Center  
Columbia, MO

You will be receiving registration  
information to your email soon.

See the agenda below.

**Tuesday 10/11/2022 (Court & Prosecutor's Assistants)**

7:00-9:00 pm	Network Connect Session
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**Wednesday 10/12/2022 (Court & Prosecutor's Assistants)**

8:30-9:00 am	Welcome
9:00-10:45 am	Purpose of Municipal Divisions and Why are they so important?
	BREAK (10:45-11:00)
11:00-12:00 pm	Legislation/Rule Changes/Plan of Action to get involved- What can we do?
	LUNCH (12:00-1:30)
1:30-2:45 pm	Court Room Security
	BREAK (2:45-3:00)
3:00-4:30 pm	National Trends and Public Trust & Inclusion

**Thursday 10/13/2022****NEW COURT CLERKS' SESSION**

8:30-10:15 am	New Clerk Question/Answer- Sponsored Session MCEC
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**COURT & PROSECUTOR'S ASSISTANTS**

8:30-10:15 am	Effective Communications
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BREAK (10:15-10:30)

BREAKOUT

**COURT CLERKS' SESSIONS****PROSECUTOR ASSISTANTS  
SESSIONS**

10:30-11:15 am	All Things Warrants and All Things Certifications
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Prosecutor's Assistants 101

11:15-12noon	Trial de Novo
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LUNCH (12:00-1:30)

LUNCH (12:00-1:30)

1:30-2:15 pm	Docketing Logic (45 min)
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2:15-3:00 pm	All Things Bonds & Bond Forfeitures (45 min)
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BREAK (3:00-3:15)

3:15-4:45 pm	Accounting 101- Terms and Practices (45 min)
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	Withdrawal of Guilty Plea and Subcasing (45 min)
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**Friday 10/14/2022 (Court & Prosecutor's Assistants)**

8:30-10:15 am	Panel- Bringing the Court to the People It Serves
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BREAK (10:15-10:30)

10:30-11:30 am	Panel- Bringing the Court to the People It Serves (Cont'd)
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**MANDATORY  
3 HOURS OF  
VOLUNTEER  
SERVICE DURING  
THE MACA  
CONFERENCE**

## **MACA CONFERENCE SCHOLARSHIP APPLICATION FALL 2022**

Name: \_\_\_\_\_

Court Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please check one: Court Administrator/Clerk \_\_\_\_\_ Prosecutor Clerk \_\_\_\_\_

Court Administrator/Clerk for \_\_\_\_\_ months/years (circle one)

Prosecutor Clerk for \_\_\_\_\_ months/years (circle one)

MACA Member Since: \_\_\_\_\_

### MUNICIPALITY INFORMATION

City Population: 10,000 or UNDER  OVER 10,000

Number of Full-Time Court/Prosecutor Clerk (circle one) Employees: \_\_\_\_\_

Number of Part-Time Court/Prosecutor Clerk (circle one) Employees: \_\_\_\_\_

\_\_\_\_\_ Work Hours per week/month (circle one)

Does your court collect \$1.00 from court costs for the Judicial Education Fund (JEF)? [§479.260](#)

\*Yes  No  (Court Clerks Only)

If YES, please document the amount collected in last fiscal year: \$ \_\_\_\_\_

Amount budgeted for Travel/Education for Municipal Court/Prosecutor Clerk employees:  
\$ \_\_\_\_\_

Are any travel expenses assumed by Administrator/Clerk?

\*Yes  No

If YES, explain: \_\_\_\_\_

**\*\*\*A copy of your budget for the last fiscal year MUST be included with this application\*\*\***

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**MACA USE ONLY—**

Date Application Received: \_\_\_\_\_

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**APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON AUGUST 30, 2022**

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MAIL TO: **Sylvia Deering**  
Pineville Municipal Division  
PO Box 592  
Pineville MO. 64856

Ph: 417-223-4368  
Fax: 417-223-4366  
[s.deering@pinevillemo.us](mailto:s.deering@pinevillemo.us)

# Certification Process

The association currently offers its members three levels of certification for court clerks; Certified Court Administrator (CCA), which is offered through Missouri State University Management Development Institute (MDI), MACA Advanced Certified Court Administrator (MACCA) and Advanced Certified Court Administrator (ACCA), which is offered through a separate certifying university. The association offers one level of certification for prosecutor clerks; Certified Prosecutor Clerk (CPC), which is offered through Missouri State University Management Development Institute (MDI).

Below are the requirements for each certification.

ALL applications are to be sent to:

CERTIFICATION PROCESS & MAINTENANCE COMMITTEE  
CHAIR

THERESA MITCHELL

P.O. BOX 247

SEYMOUR, MO 65746

Applications for all levels of certification can be found at:

**[www.macaonline.net/membership-2/certification-applications](http://www.macaonline.net/membership-2/certification-applications)**

DEADLINES: OCTOBER 1ST and MARCH 1ST

ANY APPLICATIONS RECEIVED AFTER THE DEADLINES WILL BE REVIEWED  
ON THE FOLLOWING CYCLE.

# **Certified Court Administrator (CCA):**

- Have performed court related duties for a minimum of four years.
- Have been a member of the Missouri Association for Court Administration for a period of four consecutive years.
- Be a current member of MACA (membership applications will not be accepted after October 31st of the current year for current year's membership).
  - Believe in and practice the MACA Code of Ethics.
- Furnish a Letter of Recommendation from a Judge or Certified Court Administrator as a sponsor.
- On-the-Job Education. Five (5) points per year of experience performing the duties of a court clerk or court related duties. (Max. 40 points)
- Accumulate a minimum of 100 points in the Education Category. These points can be accumulated in the following ways:
  - >Bachelor's Degree from an accredited institution. (50 points)
  - >Associate's Degree from an accredited institution. (25 points)
  - >MACA Education Certification Program sponsored by MACA and MDI. (Max. 100 points). If you attended a MACA Conference and received 2.5 CEU credits from MDI, you would receive 25 points (25 contact hours). You move the decimal point one space to the right.
- File an application, along with all documentation required and a \$65.00 filing fee made payable to MACA, and send it to the MACA Certification Committee by October 1st or March 1st. Upon review and approval of the application, the title of Certified Court Administrator (CCA) and a plaque will be awarded at the next Annual Conference.

# **MACA Advanced Certified Court Administrator (MACCA):**

- Have performed court related duties for a minimum of six (6) years.
- Have been a member of Missouri Association for Court Administration for a period of six (6) consecutive years.
- Be a current member of MACA (membership applications will not be accepted after October 31st of the current year for current year's membership).
  - Believe in and practice the MACA Code of Ethics.
  - Furnish a Letter of Recommendation from a Judge
- Have received your CCA Certification and have held that certification for at least two (2) consecutive years.
  - Held an office on the MACA board (ex. President, President-Elect, Secretary, Treasurer, Membership Director, Region Director), chaired a MACA Committee (ex. Education, Awards, By-Laws, CCA Certification, ACCA Certification, etc.) for a full term, or actively served on a MACA committee for 2 years (letter from committee chair is required).
- File an application, along with all documentation required and a \$65.00 fee made payable to MACA, and send it to the MACA Certification Committee by October 1st or March 1st. Upon review and approval of the application, the title of MACA Advanced Certified Court Administrator (MACCA) and a plaque will be awarded at the next Annual Conference.

# **Advanced Certified Court Administrator (ACCA):**

- Have performed court related duties for a minimum of eight (8) years.
- Have been a member of Missouri Association for Court Administration for a period of eight (8) consecutive years.
- Be a current member of MACA (membership applications will not be accepted after October 31st of the current year for current year's membership).
  - Believe in and practice the MACA Code of Ethics.
  - Furnish a Letter of Recommendation from a Judge.
- Have received your CCA Certification and have held that certification for at least four (4) consecutive years.
- Held an office on the MACA board (ex. President, President Elect, Secretary, Treasurer, Membership Director, Region Director) OR chaired a MACA Committee (ex. Education, Awards, By-Laws, CCA Certification, ACCA Certification, etc.) for a full term. Must provide proof (letters, picture of plaques).
- Complete and be awarded a graduation certificate from Mineral Area College (Associate's Degree in Criminal Justice/Court Administration), provide documentation for Associate / Bachelor Degree in a Business or Criminal Justice related field from any accredited college/university to be approved by the Board, OR a certificate of completion of MCMI.
- File an application, along with all documentation required and a \$65.00 fee made payable to MACA, and send it to the MACA Certification Committee by October 1st or March 1st. Upon review and approval of the application, the title of Advanced Certified Court Administrator and a plaque will be awarded at the next Annual Conference.

# **Certified Prosecutor Clerk (CPC):**

- Have performed court/prosecutor clerk related duties for a minimum of four years.
- Have been a member of Missouri Association for Court Administration for a period of four (4) consecutive years.
- Be a current member of MACA (membership applications will not be accepted after October 31st of the current year).
  - Believe in and practice the MACA Code of Ethics.
  - Furnish a Letter of Recommendation from a Judge, Certified Court Administrator or Prosecutor as a sponsor.
- On-the-Job Education. Five (5) points per year of experience performing the duties of a Prosecutor Clerk, Court Clerk/Administrator or Court/PA related duties. (Max. 40 points).
- Accumulate a minimum of 100 points in the Education Category. These points can be accumulated in the following ways:
  - >Bachelor's Degree from an accredited institution. (50 points)
  - >Associate's Degree from an accredited institution. (25 points)
  - >MACA Education Certification Program sponsored by MACA and MDI (Max. 100 points). If you attended a MACA Conference and received 2.5 CEU credits from MDI, you would receive 25 points (25 contact hours). You move the decimal point one space to the right.
- File an application, along with all documentation required and a \$65.00 fee made payable to MACA, and send it to the MACA Certification Committee by October 1st or March 1st. Upon review and approval of the application, the title of Certified Prosecutor Clerk (CPC) and a plaque will be awarded at the next Annual Conference.

THE EXECUTIVE BOARD HAS APPROVED AN INCREASE OF REGISTRATION FOR THE ANNUAL CONFERENCE. COST ARE INCREASING ACROSS THE BOARD, AND IN ORDER TO CONTINUE TO PROVIDE EXCEPTIONAL CONFERENCES, WE NEED TO RAISE OUR REGISTRATION FEES.

**EFFECTIVE THE 2023 ANNUAL CONFERENCE:**

**FULL CONFERENCE RATE:**

MEMBER - \$225.00

NON-MEMBER - \$325.00

**MONDAY NEW CLERK SESSION**

MEMBER - \$85.00

NON-MEMBER - \$110.00

**ATTENDING ONE DAY:**

MEMBER - \$85.00

NON-MEMBER - \$110.00

**ATTENDING TWO DAYS:**

MEMBER - \$135.00

NON-MEMBER - \$185.00

# **Volunteers for the MACA Rezoning Committee**

Interested in helping with rezoning the  
regions for MACA?

Contact President Colleen Massey-Skaggs  
to be placed on the MACA Rezoning  
Committee

[cmassey@manchestermo.gov](mailto:cmassey@manchestermo.gov)